

Retention and Classification Report

Agency: West Valley City (Utah). Community & Economic Development
(1351)
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3000 South Constitution Blvd.
Salt Lake City, UT 84119
801 966-3600

Records Officer

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AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27329

3

TITLE: Administrative determination files

DATES: 1983-

ARRANGEMENT: Chronological by year and thereunder numerical by file number.

DESCRIPTION:

These "land use and development" ordinances provide standards for development for "land use and development" within the municipality. They have been approved by both the planning commission and the city commission. "The planning commission shall prepare and recommend to the [city commission] a proposed zoning ordinance and maps . . . The [city commission] shall hold a public hearing on the proposed zoning ordinance . . . After public hearing, the [city commission] may (a) adopt the ordinance as proposed; (b) amend zoning ordinance and adopt or reject the zoning ordinance as amended; or (c) reject the ordinance" UCA 10-9a-404 (2005)).

RETENTION:

Retain 40 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 13.

AUTHORIZED: 12/16/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 38 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office until administrative need ends.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27329

TITLE: Administrative determination files

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27516

3

TITLE: Annexation files

DATES: 1980-

ARRANGEMENT: Chronological, then by specific file number

DESCRIPTION:

These files document the annexation of property into municipal boundaries. They usually contain correspondence, citizens' petitions, maps, and the official annexation action approved by City Council (UCA 10-2-401 (2009) to 422 (2007)).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 1.

AUTHORIZED: 09/22/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Legal
Legal

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27516

TITLE: Annexation files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 82804

3

TITLE: Board of Adjustments minutes

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate". The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance". The minutes are used to document requests, discussions, and decisions of the Board.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

Microfilm duplicate: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 82804

TITLE: Board of Adjustments minutes

(continued)

weed.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

Administrative Historical Legal

This retention is based upon the administrative needs of the division and the historical value of these records.

PRIMARY CLASSIFICATION:

Public

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27351

3

TITLE: Board of adjustment files

DATES: 1980-

ARRANGEMENT: Chronological within separate file types

ANNUAL ACCUMULATION:

DESCRIPTION:

These case files document the zoning activities of the Board of Adjustment. They are used to document the cases brought before the Board of Adjustment and its decisions. They contain the original application; findings and order; correspondence; and any exhibits such as plot plans or elevations.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 1.

AUTHORIZED: 12/31/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 38 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office permanently.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27351

TITLE: Board of adjustment files

(continued)

APPRAISAL:

Administrative

Board of adjustment files are required to be kept permanently for administrative reasons.

PRIMARY CLASSIFICATION:

Public

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 82901

3

TITLE: Budget record files

DATES: 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.30 cubic feet.

DESCRIPTION:

These files contain the agency copies of financial records and budget printouts. They are used for reference purposes. They include: requisitions, purchase orders, budget printouts, petty cash and backup, and monthly budget printouts. The record copy of these records are maintained by the city finance director.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

This retention is based upon the administrative needs of the department. The records copy of these files are maintained by the city finance director and are kept there for 3 years.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 82901

TITLE: Budget record files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 17174

3

TITLE: Building permit application files

DATES: 1978-

ARRANGEMENT: Alphanumerical by address

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These files document the issuance of a permit which is required for any construction within West Valley City. The files contain the permit application with the inspection report on progress of the construction with a final inspection, building plans and any related correspondence.

RETENTION:

Retain 50 years

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 49 years and then transfer to State Archives with authority to weed.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 17174

TITLE: Building permit application files

(continued)

Microfilm duplicate: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

This retention is based upon the administrative needs expressed by the bureau and the historical value of the records. Building Permits are prime historical resources for the study of architectural history and should be maintained permanently. The Building plans are only reviewed by Building Inspection to guarantee structures meet local building codes. They should only be kept 90 days after the end of construction in accordance with the provisions of the Uniform Building Code.

PRIMARY CLASSIFICATION:

Public

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 82899

3

TITLE: Correspondence and memoranda files

DATES: 1983-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION:

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. The correspondence is filed separately from program and project case files.

RETENTION:

Retain Archives

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/11/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then transfer to State Archives with authority to weed.

Paper: Retain in Office for 2 years and then destroy.

Paper: Retain in Office for 1 year or until no longer needed for Reference and then destroy.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 82899

TITLE: Correspondence and memoranda files

(continued)

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

This retention is based upon the general schedule for municipal financial records 3/15/88, page 2-3.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27514

3

TITLE: Food vending files

DATES: 2009-

ARRANGEMENT: Chronologically, then by specific application number

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

RETENTION:

Retain 51 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 6, Item 2.

AUTHORIZED: 09/09/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 50 years and then destroy.

APPRAISAL:

Legal
legal

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27514

TITLE: Food vending files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27348

3

TITLE: General plan and zoning change files

DATES: 1984-

ARRANGEMENT: chronological within separate file types

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document applications to rezone property within the municipality. They contain the original application, review forms, maps of areas involved, investigative reports, copies of planning commission minutes, notice of hearings, copies of ordinances, copies of city council minutes.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 5.

AUTHORIZED: 12/21/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 39 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Paper: Retain in Office for 10 years or until Administrative needs ends and then destroy.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27348

TITLE: General plan and zoning change files

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27513

3

TITLE: Miscellaneous files

DATES: 1980-2015.

ARRANGEMENT: Chronologically, then by specific application number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are records of a general facilitative nature created or received in the course of administering programs. They include daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence and memoranda.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 6.

AUTHORIZED: 09/09/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27513

TITLE: Miscellaneous files

(continued)

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2015.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27515

3

TITLE: Noise permits

DATES: 1980-

ARRANGEMENT: Chronologically, then by specific application number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are exemptions to the noise ordinance that West Valley City has granted to property owners. Items in these folders include the application for an exemption, the supporting documentation, maps, and additional property/business information, etc.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Legal

Legal

These records are being held permanently at the request of the agency. These records include documentation of an exemption to the Noise Ordinance for the Rocky Mountain Raceway. These records need to be kept permanently in case the Rocky Mountain Raceway requests a modification to this exemption 20 or 30 years from now.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27515

TITLE: Noise permits

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27349

3

TITLE: Permitted and conditional use files

DATES: 1961-

ARRANGEMENT: Numerical by file number which is also chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document the application for conditional use permits. These permits allow for the construction of buildings on the condition that impacts on neighborhoods are mitigated. They include the original application, blueprint drawings, investigative reports, planning commission decisions, cash receipts, and related correspondence.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 2.

AUTHORIZED: 12/31/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 35 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office permanently.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27349

TITLE: Permitted and conditional use files

(continued)

APPRAISAL:

Administrative

Permitted use files are permanently retained for primarily administrative purposes.

PRIMARY CLASSIFICATION:

Public

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 82900

3

TITLE: Personnel files

DATES: 1980-2009.

ARRANGEMENT: alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

these files are the office copy of personnel files. They include the record of hiring, merit increases, letters of commendation, reprimands, time records, evaluations, salary charts on each person in the department. The record copy of personnel files are maintained by the personnel office.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after termination and then destroy.

APPRAISAL:

Administrative

this retention is based upon the administrative needs expressed by the department and the Municipal Administrative General Schedule 3/15/88.

PRIMARY CLASSIFICATION:

Private

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27352

3

TITLE: Planned unit development files

DATES: 1975-

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These case files document the creation of Planned Unit Developments (PUDs) within the municipality. PUDs are owner initiated projects requesting a variance from standard subdivision and zoning ordinances to allow for the concentration of residential units, office, commercial, or industrial facilities. The project plans must provide for recreational areas, clubs, and other types of facilities to service the community. The owners are given credit for land not inhabited to allow for the concentration of residential units in other areas. Zoning ordinances limit the number of dwelling units per acre. The original proposal describes how the owner wants to build the project with detailed maps and diagrams showing types of buildings and density of structures (dwellings per acre). The case files include initial proposal, approvals or disapprovals, diagrams, site plans, condominium conversions, and copies of minutes from the Planning Commission.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 10.

AUTHORIZED: 12/31/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office permanently.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27352

TITLE: Planned unit development files

(continued)

APPRAISAL:

Administrative

Planned unit development files are maintained permanently, but are of primarily administrative value.

PRIMARY CLASSIFICATION:

Public

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 81094

3

TITLE: Planning and Zoning Commission minutes

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are the minutes of regular and special meetings of the planning and zoning commission. They include a copy of the agenda, date and place of meeting, names of members in attendance and absent, summary of proceedings including discussion on applications and motions, election results of chairs and vice chairs, and names of members elected to Board of Adjustments.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 81094

TITLE: Planning and Zoning Commission minutes

(continued)

APPRAISAL:

Administrative Historical

this retention is based on the administrative needs expressed by division and the historical value of these records in documenting the planning and zoning decision of the commission. This retention reflects the previous decision of the State Records Committee that minutes are permanent.

PRIMARY CLASSIFICATION:

Public

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 82898

3

TITLE: Planning and zoning maps

DATES: [ca.^1960]-

ARRANGEMENT: Alphabetical by address

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the official plans for land development in the West Valley City area. They include maps from Salt Lake County Planning & Zoning for years prior to the establishment of West Valley City. These plans fall into four categories: Master plans, site plans of projects, conditional use, and miscellaneous plans.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative Historical

This retention is based upon the administrative needs expressed by the office.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 82898

TITLE: Planning and zoning maps

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27350

3

TITLE: Street dedication and vacation files

DATES: 2003-

ARRANGEMENT: chronological within separate file types

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain records relating to street dedications, street closings, the assignment and alternation of street names and house numbers and similar records. They provide official control of the naming and numbering of municipal streets and roads.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 21.

AUTHORIZED: 12/31/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 38 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office permanently.

APPRAISAL:

Administrative Historical

Street vacation files are maintained permanently, primarily for administrative purposes and secondarily as a historical record.

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27350

TITLE: Street dedication and vacation files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27347

3

TITLE: Subdivision files

DATES: 1953-

ARRANGEMENT: Numerical by file number

ANNUAL ACCUMULATION:

DESCRIPTION:

These case files document the developmental history of subdivision plans submitted to the Planning Commission for compliance review with applicable development ordinances and standards. This includes those that are considered lot/splits (subdivisions smaller than five lots).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 7.

AUTHORIZED: 12/21/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office permanently.

APPRAISAL:

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27347

TITLE: Subdivision files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27346

3

TITLE: Temporary use files

DATES: 1983-

ARRANGEMENT: Numerical by file number which is also chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document the application for conditional use permits. These permits allow for the construction of buildings on the condition that impacts on neighborhoods are mitigated. They include the original application, blueprint drawings, investigative reports, planning commission decisions, cash receipts, and related correspondence.

RETENTION:

Retain 1 year

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 2.

AUTHORIZED: 01/03/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

AGENCY: West Valley City (Utah). Community & Economic Development

SERIES: 27346

TITLE: Temporary use files

(continued)

PRIMARY CLASSIFICATION:

Public